



Mississippi Department of Employment Security

Tate Reeves
Governor

Robin Stewart
Interim Executive Director

Amendment #1

Consolidated Questions and Answers

Printing and Mailing Services

IFB 2022-02

RFx Number: 3160005146

Smart Number: 1671-22-R-IFBD-00004

Bidders must acknowledge receipt of this amendment to the solicitation by signing and returning the amendment with the bid package or by letter. The acknowledgment should be received by the agency by the time, date, and at the place specified for receipt of bids. It is the bidder's sole responsibility to monitor the websites for any updates or amendments to the IFB.

MDES appreciates the interest you have shown in the Invitation for Bids for Printing and Mailing Services (IFB 2022-02). In response to the questions received by interested vendors concerning IFB 2022-02, MDES submits the following consolidated questions and answers.

1. 4.5 This portal should be designed to allow MDES to identify workflow roles and assign employees certain tasks by role. Could you please define what is meant by "workflow roles" and provide a few examples?
 - A. Workers may have roles which will grant them various access to information at certain times during the document data transfer or printing processes. Role examples could be a read only, terminate job, suspend job processing, proofing, etc.
2. In 4.11 Relevant Data, what is the correlation of the volumes in the Historical Volume table on page 9 and the totals in the Correspondence Groups within the two tables on page 10?
 - A. The data displays the count for different correspondences and checks that were sent for printing via US Postal Service versus those that were electronically sent.
3. For the 2021 volume, please provide the following details:

- a. Number of incoming MDES files to be received per day: Monday – Friday 18-20 files; Sunday 6-8 files
 - b. MICR ink requirement and volume: MICR ink is required to print an average of 1200 checks per months
 - c. Volume of mailings necessitating bifold inserting: Average 148K per month
 - d. Number of flat (9 x 12) envelopes required: Average of 12K annually
 - e. Number of security tint envelopes required: Average 125K
 - f. Number of pages (two pages per sheet) on average for each correspondence type: Average 2
4. In Section 7 – Duration, the performance period is one year, with the option for one additional year at the Agency’s discretion. What are the Printing and Mailing plans for the Agency following the 1 year performance period, or following the 1 year renewal?
- A. If the selected vendor is performing satisfactorily at the end of year one, MDES will have the option to exercise the one year renewal at the sole discretion of the agency.